

# BUDGET LETTER

NUMBER: 02-12 (Revised)

SUBJECT: HIRING FREEZE

DATE ISSUED: June 20, 2002

REFERENCES: MANAGEMENT MEMOS 01-21 & 01-24, BUDGET LETTERS 01-43 & 02-10, EXECUTIVE ORDER D-48-01, PERSONNEL LETTER 01-022

SUPERSEDES:

TO: Agency Secretaries  
Department Directors  
Departmental Budget Officers  
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

**Budget Officers are Requested to Forward a Copy of This Budget Letter to Departmental Human Resources and Labor Relations Offices.**

*Budget Letter 02-12, issued June 11, 2002, has been revised to strike out criteria 4 of promotions also exempted from the hiring freeze.*

In response to the State's fiscal difficulties, the Governor issued Executive Order D-48-01 to implement the statewide Hiring Freeze effective October 23, 2001. Management Memos 01-21 and 01-24 address the implementation of the Hiring Freeze. The purpose of this Budget Letter (BL) is to clarify the effect of the instructions regarding the Hiring Freeze contained in BL 02-10 issued May 24, 2002. Effective immediately, all previously approved blanket exemption requests or other special arrangements for exemptions from the Hiring Freeze are hereby rescinded. All appointments, other than those specifically delineated in BL 02-10, must now be identified in a Request for Hiring Freeze Exemption Form (DF-160) with the necessity for the State to make the appointment clearly stated on the form or an attachment thereto submitted to the Agency Secretary and the Department of Finance (Finance) for approval.

BL 02-10 lists four specific appointments that may be processed without a Freeze Exemption form:

1. Mandatory Reinstatements
2. Intradepartmental Transfers
3. Promotions in Place
4. Appointments made from State Restriction of Appointments (SROA) lists or appointments of "surplus" designated employees.

As a point of clarification, it should be noted that appointment from a reemployment list is also exempt from the Hiring Freeze process. Consequently, appointment from a reemployment list may be executed without a freeze exemption request.

With regard to the issue of "promotions," it has been determined that the interests of the State will be best served if those promotions that meet all of the following criteria are also exempted from the freeze:

1. The promotion will not result in a new hire;
2. The appointing power does not require a budgetary augmentation;
3. The incumbent is already employed by the promoting department;
4. ~~The proposed incumbent is currently performing the work that supports the promotion.~~

Agency Secretaries and other cabinet-level officers are responsible for administering and ensuring compliance with the Hiring Freeze. For those departments that are not represented by cabinet, Finance is responsible for ensuring compliance.

To maintain the existing ability to generate reports for monitoring compliance, agencies, departments, and other State entities are required to comply with provisions of the State Controller's Office Personnel Letter #01-022.

Questions regarding this BL should be directed to the appropriate Finance Budget Analyst.



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Chief Deputy Director